

INTRODUCTION TO THE UTAH CORRECTIONAL STANDARDS

BACKGROUND

In January of 2018 a collaborative effort was undertaken to ensure Utah's correctional facilities use operational standards that are both effective and available to the public. The Utah Department of Corrections (UDC) and Utah Sheriffs' Association (USA) agreed to work collaboratively to create new state standards for facility safety and operations.

For the first time the Standards apply to state prisons through the Division of Prison Operations (DPO), Community Correctional Centers (CCC's) through Adult Probation and Parole, and county jails through the contract for the housing of state inmates for UDC.

The Utah Correctional Standards were developed in partnership and in cooperation with many stakeholders involved at various levels.

These Standards are available and transparent to the public, consistent with the open records law as outlined in Utah GRAMA code, Title 63G- 2.

This collaborative effort is a continuation to the 2008 Legislative Audit of Contract County Facilities, Number 2008-08, which recommended UDC choose competent measurable standards as well as a grading/scoring system. The County Facilities that contract with UDC are required to meet the **Core Utah Correctional Standards** through contract.

FORMAT OF STANDARDS

The Standards were developed and formatted by:

- a. Volume
- b. Chapter
- c. Section
- d. Standard
- e. Compliance Indicator(s)

Volumes include:

- **Core**: Utah Correctional Standards applicable to Contracted County Jails, CCC's and DPO.
- **DPO**: Due to the unique environment associated with correctional institutions, the Division of Prison Operations is subject to the Core Utah Correctional Standards and the Standards contained in the Division of Prison Operations Volume. DPO has its own volume in addition to the Core Standards due to the size, scope and unique operations involving prison operations.
- **CCC's**: Due to the unique environment associated with Community Correctional Centers (CCC's), the Division of Adult Probation & Parole Community Correctional Centers will be subject to the Core Standards and the Standards contained in this Community Correctional Centers Volume. CCC's have their own volume in addition to the Core Standards due to the legal status of offenders and the unique operation involving offender supervision and community protection.
- **Offender Health Care**: This volume of Standards is designed to set the guidelines for health care services for care in Contracted County Jails, Community Correctional Centers and DPO facilities. The Contract County Jails and Community Correctional Centers guidelines are developed as an extension of care to the DPO Standards. The DPO Healthcare Standards are based on the National Commission for Correctional Health Care (NCCHC) accreditation standards. This volume will provide the individual medical and mental health standards for all three (3) types of offender housing.

SCOPE OF STANDARDS

The scope of the Standards includes but is not limited to taking an operational approach in the development of standards which addresses the broad range of day to day duties and functions within the unique environment associated with correctional facilities and institutions.

PURPOSE OF STANDARDS

GENERAL

The Standards are based on sound correctional operations, practices, and duties associated with correctional facilities. They are not intended as a substitute for professional judgment and common sense. Additionally, the Standards are not intended to set legal authority. For the purpose of Contracted County Jails, these Standards are mandatory requirements for contract compliance.

The Standards are most effective if used as a starting point in the development of correctional policy and operational plans. Similar to the development of various sets of standards throughout the country, these Standards have been designed to serve as guidance for policy, procedures, and practices that are routinely required for effective correctional operations.

The Utah Correctional Standards have been developed to include not only the Standard, but the compliance indicator for each Standard as well. The compliance indicator provides information to allow all staff to understand how each Standard will be measured through the criteria defined in the compliance indicator key.

The Standards process has been specifically developed to not be limited to a paper review by evaluating policy to a Standard alone. The compliance indicator criteria require additional action through self-audits and verification reviews to assist in more accurately assessing operational compliance. Many of the compliance indicators will require onsite review to confirm adherence to Standards through verifications of various records, observations of onsite routine operations and/or conditions, interviews of staff and other means of confirmation.

In developing the Standards as a system, a multi-prong process is included involving on-going meaningful self-audits combined with verification audits and inspections which provides the opportunity at different levels to identify areas needing to be addressed. The Standards also identify areas that are functioning in an operational effective manner. Thorough, on-going reviews requiring verification of policy meeting Standard requirements, confirming operational procedures through direct onsite observation, interviews of staff and confirming various records that indicate levels of compliance provide the opportunity to enhance the overall operations of the facilities involved.

Having standards alone without the facilitation of meaningful self-audits and verification reviews/inspections limits the effectiveness and benefits of having standards. On an annual basis, full verification review of the Standards will be mandatory for all Utah Jails contracting with UDC.

It should be noted that even with the development of standards, it is highly unlikely every potential condition or situation which could present itself in a correctional environment can be addressed in a standard.

PARTS OF A STANDARD

In addition to identifying standards by Volume, Chapter, and Section each standard includes two operational component parts:

Standard. The text for each standard states specific information outlining the standard.

Compliance Indicator. Each standard will have one (1) or more compliance indicators that provide information on how the standard will be evaluated for confirmation of compliance.

Compliance Indicator Key

P	In depth policy review.
D	Verification of facility documentation supporting adherence to policy.

O	Onsite visual observation confirming operational adherence to policy.
I	Onsite interviews of staff confirming operational adherence to policy.
V	Video review confirming operational adherence to policy.

*During the verification review, interviews of offenders may also take place to verify compliance to a Standard.

APPLICATION

Standards assist in the development of policy and procedures, not vice versa. They may be used to provide an opportunity to enhance already good correctional management practices through evaluation of policy, procedures, services, operations, and programs. Application of the Standards combined with verification audits provide the opportunity to establish enhanced operational consistency by:

- Developing policy, procedures and training which are correlated to support consistent operations.
- Providing a regular means of evaluating if operations are reflective of policy and procedures.
- Providing a means of being proactive in timely response to needed changes to operational practices.
- Potentially identifying proactive measures to solve management and operational issues and/or concerns.

AUTHORITY/COMPLIANCE WITH STANDARDS

The Standards are not intended to establish legal authority. However, in relation to the Contract County Facilities in the State of Utah, they will serve as mandatory requirements for housing state offenders for the Utah Department of Corrections.

CREATION OF LIBERTY INTERESTS

These Standards are intended to guide and assist agencies in the operation of their correctional facilities by providing a potential means of strengthening professionalism among staff, supervisors, and administrators. Nothing in the Standards is intended to create liberty interests or other rights for offenders.

Where mandatory language appears, it is mandatory only for purposes of conducting self-audit and compliance reviews of the Standards. The intent of mandatory language is to emphasize critical items needing to be addressed in a focused and direct manner for effective operations. Mandatory language is not intended to imply that the Standard or any part of the Standard creates a constitutional requirement in reference to establishing offender rights.

VALIDITY OF CONTENTS

If any statement in these Standards is declared illegal or is otherwise found to be inaccurate, inapplicable, or inoperative, it shall not invalidate the entirety of the Standards, or a chapter or section of the Standards.

PROVISIONS

No provision or specific language in a Standard should be construed to mean something other than the plain meaning of the typical language used in relation to a correctional environment. No provision or language is to be interpreted in a manner that is obviously contrary to the intent of the standard.

ENFORCEMENT OF STANDARDS

Enforcement of the Standards in reference to Contract County Facilities housing state offenders will be managed and monitored through the Utah Department of Corrections. The Standards review and monitoring in the Contracted County Jails will be conducted on an ongoing basis by designated and specially trained contract monitors. Contract monitors on a regular, routine and on-going basis will conduct on-site and off-site reviews of assigned contract facilities. On-site visits for reviews may be scheduled as well as unscheduled. Prior to the end of each review period a complete evaluation of the Standards and compliance indicators will be completed for each Contract County Facility housing state offenders.

Enforcement of the Standards in reference to the Division of Prison Operations and the Community Correctional Centers will be managed and monitored through designated staff determined by the Executive Director of Corrections or his/her designee. DPO and CCC operational reviews to the Standards will also be conducted on an ongoing basis by designated and specially trained staff. Prior to the end of each review period a complete evaluation of the Standards and compliance indicators will be completed for each prison site and CCC.

REVIEWS AND UPDATES

After the initial start up review period for the Utah Correctional Standards ends, designated members of the Utah Department of Corrections and the Utah Sheriffs' Association will conduct on-going reviews of the Standards and the auditing process.

Consistent with the collaborative effort followed in the development process, recommendations for changes and updates to the Standards may take place on an annual basis, but shall not exceed a 24 month period for review.

VOLUME 1. CORE UTAH CORRECTIONAL STANDARDS
CHAPTER 1: ADMINISTRATION/ORGANIZATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.01.01.01	Agency Mission Statement & Goals.	The agency should have a written statement which sets out the following: A. a clear mission statement of the agency; and B. agency operational goals.	D
V1.01.01.02	Facility Organizational Structure.	The facility has a defined organizational structure with specific assigned responsibilities defining the operation of the correctional facility. This should include: A. a designated administrator responsible for the facility operations; B. designated personnel responsible for day-to-day supervision, management, and observation of offenders; and C. any other operations specific to the correctional facility.	D
V1.01.01.03	Facility Chain of Command.	The facility shall have policy that provides a clear chain of command to allow for: A. an effective means of communicating issues from line staff to command staff and vice versa. B. proper channels to report issues and concerns regarding facility operations or personnel issues. C. delegating responsibilities, work assignments, etc.	P
V1.01.01.04	Facility Operational/ Administrative Guidelines.	The facility shall have policy and procedures setting forth guidelines for all operational and administrative aspects. The facility shall have a process by which employees are held accountable to the adherence of existing policies and procedures.	P, D, I, O
V1.01.01.05	Policies and Procedures Availability.	All policies and procedures shall be available to staff, either in electronic form or in written form. Access to the facility's policies and procedures are controlled to provide for security.	I, O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.01.01.06	Policies and Procedures.	The facility administrator/designee shall review all policies and procedures at a minimum of once every 24 months. An archived copy of policies shall be maintained showing changes that have been made.	P, D
V1.01.01.07	Personnel.	The facility shall have policy and procedures providing for staff supervision of all offenders on a 24-hour basis when offenders are present in the facility.	P, D, O
V1.01.01.08	Government Records Access and Management Act Requirements.	The facility shall have policy and procedures determining security/designation of specific records, access to records, and referencing the Government Records Access and Management Act (GRAMA) according to Utah State Statute.	P
V1.01.02.01	Prohibition Against Discrimination.	<p>The facility shall have policy that prohibits the discrimination of staff, offenders, volunteers and/or visitors based on race, national origin, gender, sexual orientation, gender identity, color, religion, age or other protected status.</p> <p>The facility policies shall ensure no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity in violation of Title II of the Americans With Disabilities Act and Rehabilitation Act of 1973.</p>	P
V1.01.02.03	Criminal History Check.	<p>As a condition of employment a criminal history report shall be conducted through the Bureau of Criminal Investigation (BCI) on all new employees, volunteers, and contract employees.</p> <p>Additional criminal/ background screening as determined by the agency may be conducted.</p>	D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.01.02.04	Personnel/ Certification.	The facility shall have policy determining certification requirements for each work assignment. Any assignment that is determined to require certification will be consistent with Utah P.O.S.T. requirements.	P, D
V1.01.02.05	Employee Code of Conduct.	The facility shall have policy and procedures identifying a staff code of conduct. Staff should be familiar with the contents and held accountable for violating the code of conduct.	P, I, D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.02.01.01	Training Required.	The facility shall have policy and procedures providing the training requirements for all staff including sworn, non-sworn, contracted employees, and volunteers.	P
V1.02.01.02	Training Assignment.	The facility should have designated staff responsible to manage the training for the agency. Assignments of training also should include responsibilities for staff to identify needs, develop training materials, and assist in the scheduling and implementation of providing various training sessions.	D, I
V1.02.01.03	Staff Training/Initial Orientation.	The facility shall have policy and procedures for the initial orientation of all newly hired facility staff.	P, D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.02.01.04	Training Development.	The facility administrators and training staff responsible for the development and implementation of training should create an annual training plan identifying specific needs of staff. This annual plan should include at a minimum: A. Specific agency required training for certified staff; B. Legal updates; C. Annual training topics specific to the facility's specific needs; D. Supervising offenders with possible special needs, mental health issues, depression, and/or suicide risk.	D, I
V1.02.01.05	Staff Training.	All certified staff are required to receive a minimum 40 hours of training annually to satisfy the Standards of Utah P.O.S.T. Topics may include but not be limited to: A. Use of force; B. Firearms; C. EVO (for staff assigned to vehicles); D. Less-lethal training; and E. Any other topics determined as necessary to the facility.	D
V1.02.01.06	Suicide Prevention and Intervention.	The facility shall provide initial and ongoing training for staff to assist in suicide prevention and intervention of offenders possibly experiencing or demonstrating risks of self harm.	D, I
V1.02.01.07	Basic Medical and Mental Health Training.	The facility shall provide initial and ongoing training for staff to assist in identifying offenders that are possibly experiencing medical and/or mental health issues.	D, I
V1.02.01.08	De-Escalation Training.	The facility shall provide initial and ongoing training for staff to aid in the reduction of use of force events by developing tactics, communication skills, and/or techniques to potentially reduce the	D, I

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		need to use force.	
V1.02.01.09	Staff Training/ Documentation.	All training provided to facility staff shall be properly documented and kept in accordance with the agency retention schedule. A yearly report shall be made to Utah P.O.S.T. on all certified staff.	D
V1.02.01.10	Staff/Visitor Safety Plan.	The facility should have a safety plan which provides direction in situations where staff/visitor safety may be threatened.	D, I
V1.02.01.11	First Aid/CPR Training.	The facility should have policy and procedures detailing what personnel shall have current training in basic first aid/CPR. First aid kits and emergency equipment should be available and placed in specific locations as determined by the facility.	P, D

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CHAPTER 3: PHYSICAL PLANT AND MAINTENANCE

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.03.01.01	Physical Plant and Maintenance.	The facility shall have policy and procedures clearly establishing the facility be maintained in a safe, sanitary, and secure condition.	P
V1.03.01.02	Americans with Disabilities Act.	The facility shall have policy providing for the implementation of reasonable physical modifications to ensure each inmate with a disability is housed in a cell with accessible elements necessary to afford the inmate access to safe, appropriate housing in	P

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<p>compliance with Title II of the Americans With Disabilities Act and Rehabilitation Act of 1973.</p> <p>Any existing architectural barriers or inaccessible design features should be brought into compliance with ADA design guidelines for detention and correctional facilities as soon as is practicable.</p>	
V1.03.01.03	HVAC and Lighting.	<p>All offender living and activity areas in the facility shall have:</p> <ul style="list-style-type: none"> A. circulation of fresh air sufficient to remove stale air and odors from the living and other areas accessible as routine, programming, work, visiting, medical, etc.; B. HVAC systems sufficient to ensure healthy living and working conditions; and C. illumination sufficient for reading and writing throughout the cell and living areas. 	O
V1.03.01.04	Sanitation.	<p>The facility shall have policy and procedures setting requirements for the sanitation and cleaning of the facility. Those requirements at a minimum should address:</p> <ul style="list-style-type: none"> A. general facility cleanliness; B. potable water supply throughout facility; C. sanitation requirements of living areas; D. waste removal as needed; and E. pest and/or vermin control. 	P, D, I, O
V1.03.01.05	General Facility Sanitation Inspections.	<p>The facility should have policy and procedures providing for the regular inspection of the general facility; i.e., administration areas, employee break rooms, outside grounds, etc., to ensure the control of vermin, insects, and other issues that have the potential to create sanitation issues.</p>	P, D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.03.01.06	Housing Sanitation Inspections.	The facility shall have policy and procedures providing for weekly inspections of all living areas. Any areas of deficiency should be corrected in a timely manner, or a maintenance plan should be created to repair the deficiency. The inspection should include, but may not be limited to: A. checking for running hot and cold water; B. proper functioning of toilet and shower facilities; C. ensuring basic cleanliness standards exist; and D. checking for any needed repairs (lights, walls, etc.).	P, D
V1.03.01.07	Fire Code.	The facility should have policy and procedures providing for the physical inspection of the facility, by appropriate building authorities, to ensure the facility is compliant with applicable state and local fire codes.	P, D, O
V1.03.01.08	Mechanical Equipment Inspections.	The facility should have policy and procedures providing for the inspection of mechanical equipment, such as elevators and/or other mechanical equipment.	P, D, I
V1.03.01.09	Generator.	The facility should have policy and procedures providing for the regular maintenance and inspection of any generators. These inspections should include a load test to ensure the proper function of the generator in emergency situations.	P, D
V1.03.01.10	Emergency Generators.	Facilities shall be equipped with emergency generator power sufficient to operate lighting and security door operations. All generators are to be tested on a regular basis and maintained according to the manufacturer's recommendations.	D, O
V1.03.02.01	Beds, Wash Basins,	Offender living areas provide for access to: A. a toilet;	O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
	Toilets, and Showers.	B. washbasin with hot and cold running water; C. bed; and D. showers.	
V1.03.02.02	Section Tables and Benches.	Offender living areas provide access to tables and seating.	O
V1.03.02.03	Outdoor Areas.	If the facility has an outdoor exercise and/or work area, it should be well drained and if equipped with toilet/lavatory facilities they should be maintained for sanitation and proper function.	O
V1.03.02.04	Repair and Maintenance.	Facility shall have policy and procedure requiring a routine schedule and/or work order process providing facility maintenance is performed throughout all areas of the facility. Such areas may include, but are not limited to: A. security doors, fencing, gates, and control panels; B. cameras and monitors; C. indoor and outdoor lighting fixtures; D. floors, walls, ceiling, windows, window sills, window screens, doors, bunks, stools, and tables; E. laundry facilities and culinary equipment; F. fire suppression equipment; and G. emergency equipment.	P, D, O
V1.03.03.01	Maintenance Storage and Supply.	The facility shall have policy and procedures requiring maintenance storage and supply areas be kept secured when not in use.	P, O
V1.03.03.02	Tool Accountability and Inventory.	The facility shall have policy and procedures requiring that tools be controlled, inventoried, properly secured, and accounted for.	P, D, O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		Policy should also require the reporting and searching for tools, equipment or materials that are unaccounted for.	
V1.03.03.03	Damaged or Replaced Tools.	The facility should have policy and procedures requiring the reporting and documentation of tools being properly disposed of outside of the secure facility when the tool is no longer usable.	P, D, I
V1.03.03.04	Tool and Material Safety.	The facility should have policy and procedures requiring proper safety briefings be conducted and documented prior to the use of tools, equipment and/or materials by any offender.	P, D, I
V1.03.03.05	Tool and Material Use In Secured Areas.	The facility shall have policy and procedures requiring accounting for tools brought into and out of the secure area and accounted for prior to leaving the work project area.	P, D
V1.03.03.06	Material Management.	The facility shall have policy and procedures requiring control of the use of materials addressing at a minimum: A. chemical supplies for janitorial, culinary, laundry, and plumbing maintenance and functions; B. flammable materials and materials that have toxic fume advisory warnings; C. any other potentially hazardous materials; and D. any project material taken into a secure area will be properly accounted for.	P, D, O

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CHAPTER 4: ADMISSION AND RELEASE

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.04.01.01	Admissions.	The facility shall have policy and procedures to govern admission and orientation for newly arriving offenders.	P
V1.04.01.02	Admission Security.	The facility should have policy and procedures which establish security processes for intake to include but not limited to: A. checking the credentials of outside agencies before entering the facility; B. restraints of new offenders; and C. securing of firearms and vehicles.	P, O, I
V1.04.01.03	Accepting Offenders.	The facility should have policy and procedures directing that prior to accepting and admitting an offender, admitting staff shall inquire and reasonably determine that all appropriate documentation, commitment orders, or warrants are present to accept offender.	P, O
V1.04.01.04	Initial Admission Searches.	The facility should have policy which clearly directs the offender; his/her person, clothing and property are searched upon arrival to the facility.	P
V1.04.01.05	Admission Searches.	The facility shall have policy and procedures mandating admission searches on female offenders be conducted by female officers, and admission searches on male offenders should be conducted by male officers unless exigent circumstances exist. Searches should be documented.	P, D, I
V1.04.01.06	Admissions Basic Information.	The facility should have policy and procedures for identifying newly admitted offenders, which may include: A. full name and known aliases; B. age, date of birth, gender, gender identity;	P, O, D

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		C. date admitted; D. race; E. height; F. weight; G. offense with which the offender is charged or held on for other agencies, or for which the offender has been sentenced; H. documentation of persons delivering and receiving the offender; I. preferred religion; and J. disability.	
V1.04.01.07	Admission Screening.	The facility should have policy and procedures that establish initial screening protocols for medical and mental health needs. A. identify any current medical needs; B. document any prescribed medications; C. identify any current mental health needs; D. forward any affirmative responses to the appropriate medical and/or mental health authority for follow up; and E. medical and/or mental health authority will follow up on affirmative intake screening responses.	P, D
V1.04.01.08	Offender Funds.	The facility should have policy and procedures for accepting offender funds and depositing them into an offender accounting system.	P, D
V1.04.02.01	Property Inventory and Storage.	The facility should have policy and procedures for all personal property items allowed to be kept by the offender. All property taken and securely stored will be documented. If necessary, clothing taken from the offender shall be cleaned and/or	P, D, O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		disinfected before storage. The offender and the receiving officer will verify and sign the inventory. If the offender refuses to sign, a notation will be placed on the property inventory and a second staff member will witness and sign the inventory.	
V1.04.02.02	Property Room Audit.	The facility should have policy and procedures providing for regular audit of the property room. This audit should be completed by a supervisor different from the staff which conduct inspections and should check for the proper storage and documentation of property.	P, O
V1.04.02.03	Facility Issued Items.	The facility should have policy and procedures identifying all facility issued items each offender will receive. Items may include: A. clean bedding; B. clean clothing; C. toiletries and hygiene items, and D. writing materials.	P, O
V1.04.03.01	Orientation/Facility Rules and Regulations.	The facility should have policy and procedures which require offenders to be provided an orientation about the facility rules and regulations.	P, I
V1.04.03.02	Offender Assistance.	The facility should have policy and procedures which establishes a process to assist offenders that have difficulty understanding the rules and regulations due to a language barrier, a disability, and/or mental illness.	P, I
V1.04.03.03	Telephone Access.	The facility should have policy and procedures allowing newly admitted offenders' telephone privileges.	P, O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.04.04.01	Utah Temporary Identification.	The department shall have policies and procedures to assist offenders in obtaining a Utah Temporary Identification Card from the Utah Driver's License Division.	P
V1.04.04.02	Releases and Transfers.	The facility should have policy and procedures for processing releases and/or transfers of offenders out of the facility.	P
V1.04.04.03	Authorization for Release or Transfer.	The facility should have policy and procedures for confirming the proper authority for releases or transfers. Policy and procedures should include: A. verification of offender's identity; B. documentation of the authority for the release; C. documentation of records checks for any outstanding holds, warrants, or commitments; D. documentation of the agency and name of transporting officer(s) the offender is released to for transfer of custody.	P, D
V1.04.04.04	Release of Property and Funds.	The facility should have policy and procedures requiring documentation of the personal property inventory and any personal funds released to the offender and/or the transporting agency.	P, D
V1.04.04.05	Disposition of Property.	The facility should have policy and procedures for the disposition of any property left at the facility by the offender.	P, D
V1.04.04.06	Return of Issued Items or Equipment.	The facility should have policy and procedures for offenders to return any facility issued items or equipment.	P

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CHAPTER 5: SAFETY, SECURITY AND CONTROL

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.05.01.01	Identification.	The facility shall have policy, procedures, and practices regulating a personal identification system. Procedures ensure that staff, visitors, and offenders are positively identified and security measures exist.	P, D, I
V1.05.01.02	Facility Access.	The facility should have policy and procedures regulating access throughout the facility. The authorization process establishes which areas may be accessed by offenders, staff, program providers, volunteers, and/or contracted services. Policy should also address items that may be brought into or removed from the facility.	P, I
V1.05.01.03	Fair Notice of Prohibited Items.	The facility should have policy and procedures which require providing fair notice of prohibited items from entering onto property and/or within the facility.	P, O
V1.05.01.04	Fair Notice Subject To Search.	The facility shall have policy and procedures which require providing fair notice to all persons entering onto property and/or within the facility which states all persons and their possessions are subject to search.	P, O
V1.05.02.01	Head Counts.	The facility shall have policy and procedures providing for the scheduled, informal, and emergency counting of offenders and for recounts in the event of a miscount.	P
V1.05.02.02	Out-Counts.	The facility should have policy and procedure in place ensuring accuracy of out-counts.	P
V1.05.02.03	Staff Offender Count	Facility staff should be trained in offender count policy and	P, D

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CHAPTER 5: SAFETY, SECURITY AND CONTROL

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
	Training.	procedures.	
V1.05.02.04	Count Process.	<p>The facility shall have policy and procedures regarding count process to include:</p> <ul style="list-style-type: none"> A. a minimum of three (3) counts shall be conducted in a 24-hour period, of which two (2) counts are mandatory positive identification counts (standing using picture identification for verification); B. at least one (1) scheduled (formal) morning count before offenders begin checking out of housing areas for scheduled programs/activities; C. at least one (1) count is conducted on each shift; and D. staff are required to count only living, breathing flesh. 	P, I, O, V
V1.05.02.05	Prohibited Offender Participation in Conducting Counts.	The facility should have policy prohibiting offender participation in conducting count.	P
V1.05.03.01	Safety, Security, Control Maintenance.	The facility should have policy and procedures requiring documentation and reporting of maintenance work orders involving safety, security and control.	P, D, O
V1.05.03.02	Exterior Perimeter Checks/Surveillance.	The facility shall have policy and procedures requiring adequate daily exterior perimeter checks, performing direct visual security surveillance functions, observing and inspecting the physical barriers of the facility for damage, and/or potential breeches of security barriers. Control room staff should also perform additional video perimeter checks as part of their regular and	P, D, I

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CHAPTER 5: SAFETY, SECURITY AND CONTROL

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		ongoing surveillance protocols.	
V1.05.03.03	Facility/Compound Lighting.	The facility shall have lighting within any compounds, and/or outside the facility providing adequate illumination for security staff to perform surveillance and supervision duties through direct and video observations.	D, O
V1.05.03.04	Internal Lighting: Common Areas/Housing Areas.	The facility shall have internal lighting within housing units, hallways, program areas, work areas and recreation areas providing adequate illumination for security staff to perform surveillance and supervision duties through direct and video observations.	D, O
V1.05.03.05	Control Rooms.	The facility shall have policy and procedures strictly requiring the highest levels of security and authorized access to control rooms. Control rooms are to be manned according to facility needs, doors kept secure except for access and egress. Offenders are strictly prohibited access into any control room.	P, O, I
V1.05.03.06	Facility Doors.	The facility shall have policy and procedures regarding the operation of facility doors, to include: A. security entrances shall be locked and controlled at all times; B. cell block doors, and doors opening into a corridor within the facility are kept locked except when in use in accordance with facility structure, design, and operational needs; and C. doors to unoccupied cells, offices and storage areas are kept secured when not in use.	P, O, V
V1.05.03.07	Locksmith/Key	The facility should have policy and procedures for key control and	P, D, I

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	Control.	maintenance of locking devices.	
V1.05.03.08	Lost/Broken/Unaccounted Keys.	The facility should have policy and procedures pertaining to the loss, breakage, or failure to check in keys, to include written reports, search procedure, inventory, and annual key audit.	P, D, I
V1.05.03.09	Prohibited Offender Handling of Keys.	The facility should have policy prohibiting offenders from handling security keys.	P
V1.05.03.10	Staff Key/Lock Training.	Facility staff should be familiar with the locking system and should be able to release offenders immediately in the event of fire or other emergency during which normal operations fail.	I, O
V1.05.03.11	Key Control System.	The facility shall have a key control system which includes the following: A. All keys not issued to employees are to be stored in a secure area which is inaccessible to unauthorized persons. B. A duplicate/emergency set of keys is maintained in a separate, secure location. C. Emergency keys are readily accessible for issuance in accordance with emergency procedures.	I, O
V1.05.04.01	Video Surveillance.	The facility shall have policy regarding use of video surveillance to enhance security measures assisting staff in monitoring offenders. Video surveillance does not replace in-person security checks.	P, D, O, I
V1.05.04.02	Offender Surveillance.	The facility policy and procedures shall require offenders to be observed by designated staff on a regular basis at all locations, including, but not limited to: housing, recreation, facility work areas, off-property work crews, and/or programming areas.	P, O

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		Observation duties include verification for safety, security, and general welfare of the offenders.	
V1.05.04.03	Offender Security/Surveillance Check.	The facility policy and procedures should direct staff to physically observe all offenders regularly and on a randomized basis. The time of all checks shall be logged.	P, D, O, V
V1.05.04.04	Suicide Prevention and Intervention.	The facility shall have policy and procedures for suicide prevention and intervention. Procedures provide for: A. screening and/or assessments; B. various levels of observation; C. various levels of intervention actions; and D. referral and follow up with mental health providers.	P, D, I, V
V1.05.05.01	Cell/Housing Standards.	The facility shall have policy and procedures regulating cell/housing standards. These standards may be individualized to the facility needs such as classification, programming, and/or facility designations.	P, D, O
V1.05.05.02	Offender Personal Property.	The facility should have policy and procedures regulating what personal property an offender may possess based on classification, programming, and/or facility designations. Policy should also clearly state that the offender's personal property is to be treated with respect and should not be seized without cause.	P
V1.05.05.03	Limits on Personal and Facility Issued Property.	The facility policy and procedures may set limits on the amount of personal and issued property an offender may maintain. Policy should address the limits as being determined for health and sanitation reasons, potential fire load, and as a tool in the reduction of contraband.	P, D, I, O

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V1.05.05.04	Offender Searches.	The facility shall have policy and procedures encompassing offender searches to include search of their person, property, and offender accessible areas. The facility shall not conduct cross-gender searches or cross gender visual body cavity searches except in exigent circumstances or when performed by medical practitioners.	P
V1.05.05.05	Offender Worker/Programs Searches.	The facility should have policy and procedures directing searches of offender workers, volunteers, aides, tutors and offenders returning from programming, recreation, medical visits, and personal or professional visitation prior to returning to their housing area.	P, O, V
V1.05.05.06	Living/Common Area Searches.	The facility should have policy and procedures directing the search of offender living and common areas on a regular and random basis. Searches should be documented. Any safety, security, health code violations, and/or contraband are to be reported as appropriate.	P, D, I
V1.05.05.07	Program/Work Area Searches.	The facility should have policy and procedures directing the search of facility program, library, work, vocational, store rooms, janitorial areas, kitchen, and laundry areas on a regular and random basis. Searches should be documented. Any safety, security, health code violations, and/or contraband are to be reported as appropriate.	P, D, I
V1.05.05.08	Material Searches.	The facility should have policy and procedures requiring the search of materials utilized by offenders in work or program areas. Policy should also direct the disposal of any material which may potentially pose a contraband risk.	P, D, I

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V1.05.05.09	Transport Vehicle Inspections.	The facility should have policy and procedures providing for regular inspections of transport vehicles. These inspections should include: A. Inspections done before and after each transport to check for contraband or other issues caused by inmates; B. Regular inspections which check the basic functionality of the transport vehicles (tires, windshields, emergency equipment); and, C. Routine inspections that thoroughly check the functionality of the vehicle (engine fluid levels, tire pressure checks, tire wear checks, emergency equipment, restraint devices and/or cage, etc.).	P, D, I
V1.05.05.10	Delivery Vehicles/Deliveries.	The facility should have policy and procedures regulating the search of delivery vehicles and any deliveries brought into the facility.	P, D, I
V1.05.05.11	Evidence.	The agency should have policy and procedures on the collection, storage, and disposition of evidence.	P
V1.05.06.01	Use of Force.	The facility shall have policy and procedures providing that certified correctional/law enforcement officers are authorized to use force to maintain order, safety and security.	P
V1.05.06.02	General Use of Force Core Principles.	The facility shall have policy and procedures providing that: A. Only the amount of force necessary to maintain or regain control of an incident shall be used. B. Use of force shall cease when compliance is attained. C. When safe and the circumstances permit, officers shall use de-escalation tactics in order to reduce the need for force.	P, D, I, V

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		D. Force shall not be used to retaliate or punish offenders. E. Only weapons approved and authorized by the agency shall be used. F. Lethal force may be used as defined in Utah Code. G. Use of force incidents shall be reported, documented and reviewed per policy.	
V1.05.06.03	In-Custody Use of Force.	The facility policy and procedures shall direct use of force incidents taking place within a correctional facility involving convicted state offenders and may be reviewed to the Sadistic and Malicious Standard which was set by the U.S. Supreme Court for jails and prisons.	P
V1.05.06.04	Use of Force Examination/Treatment.	The facility policy and procedures should require an examination and/or treatment of involved individuals by medical personnel as soon as practical.	P, D, I
V1.05.06.05	De-Escalation of Force.	The facility policy and procedures provides that when feasible, when safe under the totality of the circumstance and time, and circumstance permits, officers shall use de-escalation tactics in order to reduce the need for force.	P
V1.05.06.06	Use of Restraints.	<p>The facility policy and procedures should direct when, how, and the types of restraints to be used on offenders when necessary. The policy should clearly state the use of restraints as punishment is strictly prohibited.</p> <p>Policy shall address use of restraints involving pregnant female offenders and offenders with a disability, serious disease, injury, or when medically required.</p>	P

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V1.05.06.07	Types of Restraints.	The facility policy and procedures should address the types of restraints that are authorized to be utilized and, if practical, under what conditions.	P
V1.05.06.08	Firearms Audits.	The facility shall have policy and procedures providing for regular audits of any firearms that may be checked out or issued to staff.	P, D, I
V1.05.06.09	Types of Weapons.	The facility policy and procedures shall address the types of weapons that are authorized to be utilized within the secure confines of the facility.	P
V1.05.06.10	Weapons.	The facility shall have policy and procedures which require transporting/visiting officers to secure all weapons and munitions in their vehicles or lockers provided prior to entry into the secure areas of the facility.	P, O
V1.05.06.11	Authorized Weapons.	The facility shall have policies and procedures providing that no person will enter the secure area of the facility with weapons or ammunition, except when authorized by appropriate authority.	P
V1.05.07.01	Internal Audits/Inspections.	The facility shall have policy and procedures requiring various internal audits and inspections are completed by line staff, supervisors, and administrators/designees.	P, D, I
V1.05.07.02	External Audits/Inspections.	The facility shall have policy and procedures requiring various external audits and inspections be conducted.	P
V1.05.08.01	Safety.	The facility shall have policy and procedures encompassing the safety of offenders, staff, volunteers, and visitors. Policy should provide a means of reporting any safety concerns by any staff, offender, volunteer, visitor, or the general public. Any reported	P, D, I

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		<p>concern should be appropriately reviewed.</p> <p>Offenders are notified in the rules, regulations, and/or orientation that their safety is a priority and they are responsible to inform any staff member of any safety concerns they may have.</p>	
V1.05.08.02	Offender Worker/Programs Safety.	The facility shall have policy and procedures regulating the safety of all offender workers, volunteers, and participants in programming such as vocational trades. Policy shall also include the issue of personal protective equipment as needed.	P
V1.05.08.03	Offender Worker/Programs Safety Training.	The facility shall have policy and procedures requiring offender workers receive training in their tasks consistent with local health code requirements, state administrative rule, and/or Occupational Safety and Health Administration (OSHA) regulations.	P, D, I
V1.05.08.04	General Safety of Kitchen Tools/Utensils.	The facility should have policy and procedures outlining safety guidelines regarding the use and supervision of kitchen tools/utensils.	P, O
V1.05.08.05	Kitchen Tools/Sharps.	The facility shall have policy and procedures requiring that kitchen sharps are securely stored in a locked cabinet and inventoried when not in use. Other general cooking utensils are securely stored when kitchen is not operational. General cooking utensils should be inventoried on a regular basis.	P, D, O
V1.05.08.06	Food Items Controlled.	The facility should have policy and procedures requiring control of food items and ingredients used in food preparation.	P, O
V1.05.08.07	Mechanical Food Processing	The facility shall have policy and procedures involving mechanical kitchen equipment ensuring that operations are	P, D, I, O

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	Equipment.	<p>consistent with Utah Admin Code:</p> <p>R614-6-10. Food Processing.</p> <p>A. Grinders and cutters.</p> <ol style="list-style-type: none"> 1. Production rooms shall have adequate lighting throughout working and storage areas. 2. Machines and equipment shall be installed and used in the manner recommended by their manufacturer. 3. Machine operators shall be trained in the machine operation and especially in safety as concerns the particular machine or process. 4. Grinders shall be provided with suitable pushing bars. Supervision shall see that the pushers are used and that hands are not used to feed grinders. 	
V1.05.08.08	Fire Suppression Equipment and Inspections.	The facility shall have policy and procedures requiring the inspection and compliance to any Federal Law, State Statute or Rule, and local ordinance involving any fire and life safety equipment such as detectors, extinguishers, suppression equipment and systems. Inspection reports should be kept on file. If any deficiencies or violations are noted, corrective action steps are to be taken immediately.	P, D, O
V1.05.08.09	Health Department Inspections.	The facility shall have policy and procedures requiring inspections and compliance to local health authority standards. If any deficiencies or violations are noted, corrective action steps are to be taken immediately.	P, D
V1.05.09.01	Emergency Procedures.	All external communications systems, such as the offender phone system, can be controlled/disabled from a secure location during	I, O

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		an emergency and/or as appropriate.	
V1.05.09.02	Emergency Plans.	The facility shall have policy and procedures involving evacuation plans that are reviewed on a regular schedule and updated as needed. Emergency drills are conducted on a regular basis but no less than annually. Examples of these drills may include tabletop exercises, actual evacuations, participation in natural disaster drills, etc.	P, D

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V1.06.01.01	Written Offender Rules.	The facility shall have policy and procedures providing for the facility rules and regulations to be easily accessible to offenders in a written format or electronic means.	P
V1.06.01.02	Published Offender Code of Conduct.	The facility shall have policy and procedures for offenders to be provided access to the facility rules and regulations as soon as practical after the admissions process is completed.	P, I, O
V1.06.01.03	Offender Assistance.	<p>The facility shall have policy and procedures to assist offenders who have difficulty understanding the rules and regulations due to the offender's inability to interpret and/or understand the rules. Assistance should not be limited to providing a printed version of the rules and/or facility orientation information.</p> <p>Policy shall also direct, when needed, staff assistance will be provided for offenders with disabilities and/or have language barriers that could possibly interfere with the offenders' ability to understand the rules and expectations of the facility.</p>	P, D, I
V1.06.01.04	Orientation.	<p>The facility shall have policy and procedures directing when housing offenders, an orientation will be conducted as soon as practical. The orientation should include:</p> <ul style="list-style-type: none"> A. How to access medical care; B. How to access mental health care; C. Offender classification; D. Telephone access; E. Mail and visiting regulations; F. Facility grievance procedures; G. Information about preventing/reporting sexual abuse and/or assault; and 	P, D, I

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		H. Reporting procedures to any staff member for safety, medical, and/or mental health concerns.	
V1.06.02.01	Classification Staff.	The facility should have policy and procedures, and duty assignments directing specific staff to facilitate the classification process for the facility. Classification staff shall receive training in the classification process.	P, I
V1.06.02.02	Classification.	The facility should have policy and procedures providing for a non-punitive administrative process for separating and managing offenders within the facility. Offender classification will be based on objective criteria and assists in determining: <ul style="list-style-type: none"> A. Appropriate level of custody; B. Housing assignments; C. Privileges; and D. Programming and/or work opportunities. 	P
V1.06.02.03	Scope of Classification.	The facility should have policy and procedures outlining the scope of the classification system. Policy should include: <ul style="list-style-type: none"> A. Offenders shall be housed separate and apart according to gender; B. Offenders are not subjected to discrimination in classification decisions on the basis of race, national origin, gender, sexual orientation, gender identity, color, religion, age, and/or protected classes; C. The basis for any classification decisions made shall be in writing; and D. Offenders shall be provided the opportunity to challenge or appeal classification decisions. 	P, D, I

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V1.06.02.04	Classification Review.	The facility should have policy and procedures outlining the requirements for periodic reviews and revisions of the offender classification status. Reviews may be based on but not limited to: A. time requirements for a review; B. changes in documented offender behavior, (positive and negative); and C. new convictions from previous classification.	P, D, I
V1.06.03.01	Purpose of Special Management.	The facility should have policy and procedures outlining the purpose of special management status for offenders for administrative purposes and provides for non-punitive measures to be taken for the safety and security of the offender and/or the facility.	P, D, I
V1.06.03.02	Special Management.	The facility should have policy and procedures providing processes for managing offenders classified and housed for special management reasons to include but not limited to: A. protective custody; B. risk of abuse; C. medical/mental health needs; D. temporary restrictions; E. disciplinary detention; F. safely managing offenders prior to a disciplinary hearing; and G. other administrative management reasons such as upcoming transportation and/or professional visitation or interviews.	P, D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.06.03.03	Authorization of Temporary Placement for Special Management Status.	The facility should have policy and procedures allowing for any certified staff member to temporarily place an offender into special management for non-punitive reasons with the placement being reviewed by the appropriate supervisor. Authorization shall clearly identify the reason for the temporary placement.	P, D, I
V1.06.03.04	Temporary Placement for Special Management Status - Access to Health Care.	The facility should have policy and procedures directing whenever an offender is placed into special management status and is segregated from other offenders, they will have continued access to health care.	P
V1.06.03.05	Special Management Review.	The facility should have policy and procedures for offenders housed under special management requiring set time limits and review by the appropriate authority.	P, D, I
V1.06.03.06	Special Management Conditions.	The facility should have policy and procedures directing the confinement conditions for special management are as similar as practical to those conditions in general housing except for offenders on disciplinary segregation status.	P
V1.06.04.01	Discipline Policy.	The facility shall have policy and procedures for major disciplinary actions that provides appropriate procedural safeguards and due process.	P
V1.06.04.02	Offender Discipline.	The facility shall have policy and procedures providing offenders with fair notice that the facility utilizes a discipline process to assist in managing their behavior and conduct. Discipline shall not be arbitrary nor capricious, nor in the nature of retaliation or revenge.	P

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V1.06.04.03	Offender Discipline is Administrative.	The facility should have policy and procedures which state the facility disciplinary proceedings are not a part of criminal prosecution, and the full panoply of rights due a defendant in such proceedings does not apply.	P
V1.06.04.04	Alleged Criminal Violations.	The facility policy and procedures shall clearly identify it is not double jeopardy to both administratively discipline and criminally prosecute an offender based on the same factual situation or incident.	P
V1.06.04.05	Violation Categories.	<p>The facility should have policy and procedures identifying categories of violations of rules, regulations and/or criminal conduct as major or minor violations.</p> <p>Violations that are flagrant or serious in nature and could result in serious restrictions to the offender, if found guilty, shall be classified as major.</p>	P
V1.06.04.06	Minor Violation Process.	The facility should have policy and procedures outlining the criteria for minor violations and the processes for managing minor violations.	P, I
V1.06.04.07	Major Violation Process.	<p>The facility shall have policy and procedures providing offenders with applicable due process rights for major violations. Policy provides elements of due process to include at a minimum:</p> <ul style="list-style-type: none"> A. written notice of the charges must be given to the offender informing the offender of the charges to enable them to prepare a defense; B. the offender shall have at least twenty-four (24) hours prior to the hearing to prepare a defense unless the offender waives the twenty-four (24) hour notice in writing; 	P, D, I

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		<p>C. the offender facing disciplinary should be allowed to call witnesses and present documentary evidence in their defense when permitting to do so will not be unduly hazardous to the facility safety or correctional goals;</p> <p>D. there must be a written statement by fact finders as to the evidence relied on and the reasons for disciplinary action;</p> <p>E. the offender should be present at the hearing unless he/she waives the right to attend or the offender's behavior justifies exclusion from the hearing;</p> <p>F. the offender may be provided upon request assistance from other staff members at the hearing when the offender may have difficulty in understanding the process due to a language barrier, a disability, and/or mental illness;</p> <p>G. the standard of proof of guilt is some evidence;</p> <p>H. a copy of the decision and the sanctions imposed shall be provided to the offender;</p> <p>I. facility policy should provide allowance where an offender allegedly commits an act prohibited by law the case may also be referred for criminal prosecution; and</p> <p>J. permitting an adverse inference to be drawn from an offender's silence at his/her disciplinary proceedings is not an invalid practice.</p>	
V1.06.04.08	Disciplinary Hearing Officers/Staff Training.	<p>The facility should have policy requiring staff serving as hearing officers receive training prior to conducting hearings. Training should include but may not be limited to:</p> <p>A. overviews of due process rights afforded offenders in hearings;</p> <p>B. overview of the facility disciplinary policy and procedures involving:</p>	P, D, I

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		<ol style="list-style-type: none"> 1. hearing procedures; 2. standard of proof; 3. considering the offender's cognitive or mental health capacity; 4. reporting the decision; 5. process for violations being dismissed without prejudice; and 6. imposition of sanctions. 	
V1.06.04.09	Impartial Hearing.	<p>The facility shall have policy and procedures requiring the person(s) serving as a hearing officer be impartial. Policy requires staff may not serve as a hearing officer when:</p> <ol style="list-style-type: none"> A. they have personal knowledge of facts involved; B. they were involved or participated in the event leading up to the hearing; or C. they were involved in any administrative or criminal review of the incident prior to the hearing. 	P
V1.06.04.10	Disciplinary Reports Involving Confidential Information.	<p>The facility should have policy and procedures providing for utilization of confidential information from witnesses and/or other investigative information.</p> <p>Policy shall provide for the due diligence of verifying and protecting the confidential information.</p>	P
V1.06.04.11	Cross Examination of Witnesses.	The facility policy and procedures should address under what circumstances cross examination of witnesses may be allowed.	P
V1.06.04.12	Disciplinary Segregation.	The facility shall have policy and procedures addressing the fact that only after a major disciplinary hearing with a finding of guilt may an offender be placed on disciplinary and/or punitive segregation status.	P, D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.06.04.13	Disciplinary Penalties.	The facility shall have policy and procedures providing the offender the right to appeal a decision on a disciplinary action to a designated person who shall consider the following: A. if there was not substantial compliance with facility policy and procedures; B. if the decision was based on some evidence; C. if the sanction imposed was proportionate to the infraction; D. sanctions resulting in greater than 30 days of punitive segregation per offense, require administrative review; E. offenders placed on disciplinary segregation shall be permitted outside of their cell at least one hour every three (3) days; and F. a minimum of a twenty-four (24) hour break of punitive segregation status should be provided when sanctions exceed 30 days.	P, D, I
V1.06.05.01	Offender Grievance System.	The facility should have policy and procedures establishing a multilevel grievance system to provide an administrative means for offenders to bring forward and address in writing complaints, and/or concerns.	P
V1.06.05.02	Offender Assistance.	The facility shall have policy and procedures assisting offenders who may have difficulty understanding the grievance process available to them due to the offender's inabilities to interpret and/or understand the requirements of the grievance system due to a language barrier, a disability, and/or mental illness.	P
V1.06.05.03	Line Staff Level Grievances.	The facility should have policy and procedures providing for low level or informal grievances to be brought to line staff by offenders for possible resolution prior to the filing of a formal or high level grievance action by the offender.	P, I

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V1.06.05.04	Grievance System Requirements.	The facility shall have grievance policy and procedures which: A. outlines the procedures offenders must follow to initiate a grievance; B. sets strict timelines for offenders and staff in the process; C. provides for a multi-level process for any offender appeals to the next highest supervisory level; and D. requires the offender to properly exhaust their grievance consistent with policy and procedures.	P
V1.06.05.05	Grievance Initiation.	The facility shall have policy and procedures requiring all grievances must be filed on an individual basis by the respective offender identifying the specific nature of the grievance. Policy and procedures should require: A. only one issue per grievance; B. fixed time limitations applicable to each level of the grievance; and C. offenders to make and to document reasonable attempts to resolve complaints informally.	P, D, I
V1.06.05.06	Requirement of Grievance Procedures.	The facility should have policy and procedures ensuring all offenders have a grievance process regardless of the offender's status. Procedures should include but not limited to: A. written responses within a reasonable time limit; B. resolution of legitimate complaints; C. a grievance appeal process; D. new staff should receive training and thereafter all staff members should receive periodic grievance training;	P, D, I

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		<p>E. offenders should receive information concerning the grievance system upon arrival at the facility or as soon as practical; and</p> <p>F. all offender complaints are grievable except complaints against decisions and procedures of the Utah Board of Pardons and Parole, disciplinary decisions, GRAMA decisions, classification decisions, and other complaints that are outside of the scope of the facility.</p>	
V1.06.05.07	Protection Against Reprisal.	The facility should have policy and procedures providing that offenders are not subject to any reprisal from staff or offenders for participating in the grievance process and/or any other legally protected communications.	P
V1.06.05.08	Utah Board of Pardons and Parole Issues.	The facility should have policy and procedures providing that offenders with complaints regarding the Utah Board of Pardons and Parole decisions shall be referred to the Utah Board of Pardons and Parole.	P
V1.06.05.09	Disciplinary Issues.	The facility should have policy and procedures providing that offenders with complaints regarding disciplinary decisions shall be referred to the designated disciplinary appeals process.	P, D, I
V1.06.05.10	Classification Issues.	The facility should have policy and procedures providing that offenders with complaints regarding classification decisions shall be referred to the designated classification challenge process.	P, D, I
V1.06.05.11	GRAMA Issues.	The facility should have policy and procedures providing that offenders with complaints regarding GRAMA decisions should be referred to the GRAMA appeal process.	P

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V1.06.06.01	Facility and Housing Transfers.	The facility should have policy and procedures providing for the transferring of offender housing assignments be at the discretion of the facility.	P
V1.06.06.02	Offender Movement and Tracking.	The facility should have policy and procedures requiring control and tracking of offender movement.	P, D, I, O
V1.06.07.01	ADA Offender Management.	The facility shall have policies and procedures requiring reasonable accommodations and/or compliance to the Americans With Disability Act and Rehabilitation Act of 1973, including the Code of Federal Regulations (CFR) at 28 CFR part 35 (Title II).	P

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V1.07.01.01	Culinary/Food Services General Requirement.	The facility should have a policy regarding the duties and functions involved in the operation of culinary services.	P
V1.07.01.02	Menu Development.	<p>The facility shall have policy requiring nutritionally adequate meals available for each offender housed at the facility.</p> <p>Menu development shall include requirements for all special diets such as religious and/or medical diets.</p> <p>A certified dietitian shall review and approve the menu to ensure proper nutritional allowances are met.</p>	P, D, I
V1.07.01.03	Food Quality.	The facility shall have policy and procedures addressing the preparation and quality of the food services provided.	P, O
V1.06.01.04	Special Diets.	<p>The facility policy and procedures should address special diet requirements such as:</p> <p>A. Medical: Special medical diets for offenders shall be made available upon authorization from professional medical personnel. Such diets shall be ordered by facility medical personnel or registered dietitian, directed to the facility food service manager, and documented.</p> <p>B. Religious: Special diets shall be provided where reasonably possible when offender's religious beliefs require adherence to dietary law. Provisions may be made for such special diets and meal times as approved after consultation with the</p>	P, D, I

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		facility chaplain or other religious authority.	
V1.07.01.05	Food Service Supervision.	The facility should have policy and procedures requiring: A. All meals shall be prepared (except when catered) and served under the direct supervision of staff to ensure favoritism, careless serving, and waste is avoided; B. Meals shall be prepared and delivered in a sanitary manner; and C. Appropriate eating and drinking utensils are provided.	P, O
V1.07.01.06	Food Service Facilities.	The facility shall have policy and procedures requiring: A. Operations meet requirements for sanitary, temperature-controlled food storage and preparation; and B. Special attention should be given to the control of vermin and insects in culinary areas.	P, D, O
V1.07.01.07	Food Service Inspections.	The facility shall have policy and procedures requiring: A. Food service areas and equipment are inspected regularly for sanitation and safety requirements by designated personnel. B. Food preparation should be inspected regularly to ensure menu compliance; C. Food service personnel, equipment and facilities shall comply with applicable state and local health laws and regulations; and D. Policy shall be in place regarding the safety and storage of kitchen tools and shall include an inspection process and schedule.	P, D, I
V1.07.01.08	Outside Food Service Inspections.	The facility shall have policy and procedures providing for the inspection of food preparation areas by the appropriate health	P, D

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		authority. Any deficiencies found shall be corrected or repaired in a reasonable manner and time frame.	
V1.07.02.01	Offender Accounts.	The facility shall have policy and procedures establishing a system that accounts for all offender income and expenditures in accordance with generally accepted accounting procedures. The policy and procedures shall include at a minimum: A. Internal controls; B. Signature control on released funds; C. Handling of offender funds; and D. The facility's offender account process should be patterned after those of the agency's governing authority.	P, D, I
V1.07.02.02	Commissary General.	The facility may provide for and manage a commissary program for offenders. The facility should have policy regarding commissary services which may include: A. Commissary access is considered a privilege; B. Participating offenders may be able to order commissary on a weekly basis; C. A standard process for payment of commissary items clearly outlined; D. Offender account activity is available to offenders for review; E. The commissary product list with associated prices is available to offenders; and F. Identify requirements for offender indigent status including a list of products that are available to indigent offenders.	P, D, I
V1.07.02.03	Indigent Offenders.	The facility shall have policy and procedures providing access for indigent offenders to obtain sufficient postage and writing materials	P, D, O

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		as well as basic personal hygiene items.	
V1.07.02.04	Laundry.	The facility shall have policy and procedures for providing clean bedding and clothing for offenders or reasonable access to laundry facilities. The policy shall include: A. Clothing, towels and linen to be laundered or exchanged on a regular and routine basis and as needed; and B. Blankets to be laundered or exchanged on a regular and routine basis and as needed.	P, D, O
V1.07.03.01	Offender Communication.	The facility shall have policy and procedures regarding available means of communications which offenders may use to contact individuals outside of the facility. Policy should address: A. Access to telephone and/or other possible electronic means of communication; B. Personal visitation; C. Professional visitation; and D. All offenders have legal access opportunities.	P, O
V1.07.03.02	Legal Access.	The facility shall have policy and procedures providing offenders: A. Access to courts; B. Access to legal counsel; C. Access to the Utah Board of Pardons and Parole; and D. Access to supplies and/or materials utilized in support of legal access/defense.	P
V1.07.03.03	Legal Communication.	The facility shall have policy and procedures establishing rules and regulations for offender legal communication and define legal privilege status requirements. Policy should clearly state:	P

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<p>A. Privileged legal communication shall not be monitored or recorded;</p> <p>B. Security protocols and procedures provide for reasonable searches of the person and property brought into the facility;</p> <p>C. Calls to attorneys must be of reasonable duration; and</p> <p>D. Calls to an offender's established attorney of record shall not be revoked as a disciplinary measure.</p>	
V1.07.03.04	Personal Visitation.	<p>The facility shall have policy and procedures establishing rules and regulations for offender personal visitation. Policy should include:</p> <p>A. The type of visits allowed by the facility (i.e. contact, non-contact, video, etc.);</p> <p>B. Visitation rules outlining visitor approval/denial process;</p> <p>C. Expected conduct by both the offender and visitor;</p> <p>D. Justifications of restriction or disqualification of personal visitors;</p> <p>E. Special visitation requests;</p> <p>F. No expectation of privacy for personal visitation;</p> <p>G. Visitors are subject to searches; and</p> <p>H. Adult visitors are required to provide proper identification.</p> <p>In accordance with Title II of the Americans With Disabilities Act and Rehabilitation Act of 1973 an otherwise eligible offender will not be unlawfully denied personal visitation due to the offender's disability or due to architectural barriers or other inaccessible design features of the facility.</p>	P, D, O
V1.07.03.05	Minor Children Visitation.	<p>The facility shall have policy and procedures establishing the rules and regulations for when minor children may be allowed visitation privileges and clearly identify the requirements of the responsible</p>	P

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		adult accompanying the minor during the visit.	
V1.07.03.06	Denial/Restriction of Personal Visitors.	<p>The facility shall have policy and procedures establishing rules and regulations for the denial and/or restriction of visitors when:</p> <ul style="list-style-type: none"> A. The requesting visitor is a former staff member; B. The requesting visitor is on probation or parole; C. A visitor has a history of improper, disruptive, and/or illegal conduct during previous visits; D. A visitor presents a threat to the safety, security, order, and/or control to the facility; or E. Facility administrators find a conflict in treatment programming or otherwise prohibited by court or Utah Board of Pardons and Parole order. 	P, I
V1.07.03.07	Media Requests for State Offenders.	The facility shall have policy and procedures requiring prior permission from the Utah Department of Corrections before facilitating official media visitation for state offenders.	P
V1.07.03.08	Offender Telephone Access.	<p>The facility shall have policy and procedures which provide offender access to telephone services. Policy should include:</p> <ul style="list-style-type: none"> A. All offenders, except those restricted as a result of disciplinary action, are provided reasonable access to telephone services for personal calls; B. Offenders' personal calls may be monitored or otherwise recorded by telephone systems; C. Offenders must be provided notice that communications may be monitored; D. Offender access may be denied or terminated based on safety, security, order and control; and E. The facility may require any costs for telephone calls are borne by the offender or the party called. 	P, O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		F. The facility will make reasonable modifications in accordance with Title II of the Americans With Disabilities Act and Rehabilitation Act of 1973 to ensure offenders with disabilities are able to use telephone services at a cost commensurate with other offenders in the same facility.	
V1.07.03.09	Offender Mail Scope and Process.	<p>The facility shall have policy and procedures governing offenders' access to personal mail in written and/or electronic form. Policy should include:</p> <ul style="list-style-type: none"> A. General communication between offenders and family should be encouraged; B. Personal mail should be delivered without unnecessary delay; C. The length, source, or volume of mail an offender may send or receive should not be limited, except for reasons of public safety, facility order, or security; D. All mail is subject to inspection; and E. A process for handling incoming offender funds which arrive by mail. 	P, I
V1.07.03.10	Screening of Offender Mail.	<p>The facility shall have policy and procedures which:</p> <ul style="list-style-type: none"> A. State there is no expectation of privacy involving offender personal communication; B. Direct that mail may be read to discover plans that may present various security threats, including escape or assault plans, and/or illegal activity which poses a threat to the safety and security of the facility and/or community; and C. Direct that any mail found in violation of rules may be rejected. 	P, I

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.07.03.11	Correspondence Between Offenders.	The facility shall have policy and procedures regarding the correspondence between offenders. If such correspondence is allowed by the facility, the policy should include conditions and requirements for such correspondence.	P
V1.07.03.12	Privileged Legal Mail.	The facility shall have policy and procedures regarding privileged legal mail. Policy should include: A. Offenders may communicate through the mail with their established legal counsel and/or the courts; B. Incoming/Outgoing privileged legal mail must be clearly marked as “privileged legal mail” on the outside of the envelope, and must contain the name and address of the offenders’ established legal counsel; and C. Staff members may not read incoming privileged legal mail but may inspect such mail in the presence of the offender for contraband.	P, I
V1.07.03.13	Rejection/Denial of Mail.	The facility shall have policy and procedures which govern the rejection of mail and the appeal of denied mail, including at a minimum: A. Notifying the offender of the denied mail, providing a simple but adequate explanation for the denial and notification of the offender’s right to grieve or challenge the denial; B. Notifying the sender of the denied mail, if identifiable, providing a simple but adequate explanation for the denial and notification of the sender’s right to appeal the denial; and C. Providing the appeal process, timelines, and response requirements for the review of offender grievance or sender	P, D, I

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CHAPTER 7: OFFENDER SERVICES

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		appeal to the rejected/denied mail.	

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CHAPTER 8 : OFFENDER PROGRAMS, CLASSES, AND EDUCATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.08.01.01	Programming.	The facility should have policy and procedures governing the availability of offender programs which may include but not be limited to: A. religious services; B. education; C. treatment; D. cognitive behavior; E. work; and/or F. vocational programs.	P
V1.08.01.02	Offender Access.	The facility should have policy and procedures providing program availability to offenders who are eligible by classification, and identify any restriction due to needs involving safety, security, order, and control of the facility. No otherwise eligible offender shall be unlawfully denied participation to available programs on the basis of disability. Reasonable modifications shall be made to allow participation of eligible offenders with disabilities in accordance with Title II of the Americans With Disabilities Act and Rehabilitation Act of 1973.	P, D, I

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CHAPTER 8 : OFFENDER PROGRAMS, CLASSES, AND EDUCATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.08.01.03	Miscellaneous Classes.	The facility should have policy and procedures governing the delivery and availability of various types of classes for offenders. All classes should have curriculum to provide for consistent content delivery.	P, D, I
V1.08.01.04	Areas.	The facility provides for the delivery of programs in multipurpose rooms, dayrooms and/or cells, if needed for classification and/or safety and security reasons as well as accessibility for offenders with disabilities.	O
V1.08.01.05	Records.	The facility should have policy and procedures requiring records be kept documenting enrollment and completions of various programs and classes. Documentation of exit reasons should be included.	P, D, I
V1.08.01.06	Therapeutic Treatment.	Facilities providing therapeutic treatment programs shall manage the program consistent with any state statute, administrative rule, and required guidelines as determined by the Utah Department of Corrections Institutional Programming Division for therapeutic community treatment.	D, I
V1.08.01.07	Substance Abuse Classes.	Facilities providing substance abuse classes shall have policy and procedures governing the delivery and availability of various types of substance abuse classes for offenders. All classes should have curriculum to provide for consistent content delivery.	P, D, I
V1.08.02.01	Cognitive Behavior.	Facilities providing cognitive behavior classes shall have policy and procedures governing the delivery and availability of various types of cognitive behavior classes for offenders. All classes should have curriculum to provide for consistent content delivery.	P, D, I

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CHAPTER 8 : OFFENDER PROGRAMS, CLASSES, AND EDUCATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V1.08.02.02	Vocational/Employment Training.	Facilities providing vocational/employment training shall have policy and procedures governing the delivery and availability of various types of vocational/employment training for offenders. All courses should have curriculum to provide for consistent content delivery.	P, D, I
V1.08.02.03	Education Programming.	Facilities should have policy and procedures governing adult educational programming such as high school and post secondary education.	P
V1.08.02.04	Program/Class Audits.	Facilities providing programs and/or classes shall have policy and procedures requiring, at a minimum, an annual audit of all programs and/or classes.	P, D, I
V1.08.03.01	Opportunities for Exercise.	The facility shall have policy and procedures providing opportunity and space for offenders to participate in exercise at a minimum of three times per week. The areas for exercise may include housing units, approved common areas, and indoor and/or outdoor areas. Facilities that have outdoor areas, restriction on access may be permitted due to safety and/or security needs. Policy should address limitations based on security needs, classification and/or facility physical limitations.	P, D, I, O
V1.08.03.02	Leisure Activities.	The facility should have policy and procedures allowing for various types of leisure or passive activities. Activities may include but are not limited to: A. television; B. card and/or board games; C. books; D. library services; and	P, I, O

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CHAPTER 8 : OFFENDER PROGRAMS, CLASSES, AND EDUCATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		E. magazines and newspapers.	
V1.08.03.03	Access to Religion.	The facility shall have policy and procedures providing offenders with access to religious exercise in accordance with the Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA) and other applicable State and Federal laws. Policy should address limitations based on security needs, classification and/or facility physical limitations.	P
V1.08.03.04	Exercise of Religion.	The facility shall have policy and procedures which provide offenders with access to: A. religious materials; B. clergy; and C. a site of worship. Policy should address limitations based on security needs, classification and/or facility physical limitations.	P, D, I, O
V1.08.03.05	Religious Diets.	The facility shall have policy and procedures providing for religious diets.	P, D, I
V1.08.04.01	Community Volunteers Application/ Background Process.	The facility shall have policy and procedures outlining the application process and background checks for community volunteers. Prior to access to secure areas of the facility, all volunteers must have successfully completed the approval process.	P, D
V1.08.04.02	Community Volunteers Orientation/Training.	The facility should have policy and procedures which: A. outline the rules and regulations for community volunteers; B. provide initial volunteer orientation/training prior to the authorization of any community volunteer to access the secure portion of the facility;	P, D

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CHAPTER 8 : OFFENDER PROGRAMS, CLASSES, AND EDUCATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		C. require all volunteers to attend ongoing refresher training; and D. provide volunteers with written rules and regulations for reference outside of the facility.	

VOLUME 2. DIVISION OF PRISON OPERATIONS
CHAPTER 1: SECURITY

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V2.01.01.01	Enhanced Security Audits/Reviews.	<p>The Division of Prison Operations should have a policy conducting on-going enhanced security audits and/or reviews designed for the broader scope of correctional institutions.</p> <p>It is recommended the enhanced security audits be conducted to the National Institute of Corrections Security Audit Instrument or equivalent and may be divided up by prison physical locations on a rotational basis.</p>	P, D
V2.01.01.02	Facility Vehicle Access Checkpoints.	The facility shall have policy and procedures that provide visitors, deliveries, and other motorized services are checked and verified prior to further entry onto prison property. Policy and procedures shall also require inspection process of verifying and checking vehicles/occupants prior to allowing the vehicle to exit prison property.	P, D, O, V
V2.01.01.03	Transportation.	The facility shall have policy and procedures providing for the safe and secure transportation of offenders on and off prison property. Policy should identify proper restraints, vehicle equipment and use, travel order, notifications, and weapons authorized.	P, D, I
V2.01.01.04	Offender Movement.	The facility shall have policies and procedures providing for the control of inmate movement sufficient to ascertain quickly and accurately the location of all assigned inmates at any time. This may be accomplished by several means to include a pass system, gate passes, ID card systems, or computer tracking systems.	P, D, O, I
V2.01.01.05	Offender Movement	The facility should have policy and procedures requiring the movement of individuals or groups of inmates is monitored and	P

VOLUME 2. DIVISION OF PRISON OPERATIONS CHAPTER 1: SECURITY			
STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
	Monitoring.	coordinated with security operations.	

VOLUME 2. DIVISION OF PRISON OPERATIONS CHAPTER 2: CORRECTIONAL INDUSTRIES SECURITY			
STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V2.02.01.01	Inside Work.	The facility should have policy and procedure setting the hiring criteria for inside offender workers which have been approved.	P, D, I
V2.02.01.02	Outside Work.	The facility should have policy and procedure setting the hiring criteria for outside offender workers which have been approved by the appropriate authority.	P, D, I
V2.02.01.03	Projects and Material Control.	The facility should have policy and procedures requiring project materials and unused materials are secured, controlled, and managed. Project waste is properly disposed of in a secure manner.	P, D, I, O, V
V2.01.01.04	Authorization of New Commissary Items.	The facility should have policy and procedures governing the security approval process of proposed commissary items prior to being added to the commissary list.	P, D

VOLUME 2. DIVISION OF PRISON OPERATIONS
CHAPTER 3: PROGRAMMING & VOCATIONAL TRADES SECURITY

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V2.03.01.01	Authorization of Vocational Projects.	The facility should have policy and procedures governing the security approval process of proposed vocational projects prior to being added to the class curriculum.	P, D
V2.03.01.02	Project and Material Control.	The facility should have policy and procedures requiring project materials and unused materials are secured, controlled, and managed. Project waste is properly disposed of in a secure manner.	P, D, I, O, V

VOLUME 3. COMMUNITY CORRECTIONAL CENTERS
CHAPTER 1: REFERRALS

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V3.01.01.01	Referrals.	The department shall have policies and procedures governing the referral process for placement of offenders in Community Correctional Centers to include, but not limited to: A. program availability; and B. specific program screening criteria.	P, D
V3.01.01.02	Stabilization Placement.	The department shall have policies and procedures governing the placement of offenders ordered by the Board of Pardons and Parole for stabilization in a Community Correctional Center.	P, D

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CHAPTER 2: OPERATIONS

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V3.02.01.01	Offender Use of Center Phones.	The department shall have policies and procedures governing offenders' use of Center phones.	P
V3.02.01.02	Service Fees.	The department shall have policies and procedures governing the assessment, collection, and waiver of service fees.	P, D

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CHAPTER 2: OPERATIONS

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V3.02.01.03	Offenders' Personal Property.	The department shall have policies and procedures governing Community Correctional Center offenders' personal property.	P, D, I, O
V3.02.01.04	Visiting.	The department shall have policies and procedures governing visitation at Community Correctional Centers.	P, D, I, O, V
V3.02.01.05	Offender Leave Time.	The department shall have policies and procedures governing offender leave time from the Center for the following, but not limited to: A. approved holidays; B. emergency leave; C. medical leave; D. religious leave; E. full-time employment; and F. home leaves.	P, D
V3.02.01.06	Offender Out of State Travel.	The department shall have policies and procedures governing out-of-state travel for offenders living in Community Correctional Centers to include, but not limited to: A. requests; B. exigent circumstances; C. restrictions; D. expenses; E. authorization; and F. travel permits.	P, D
V3.02.01.07	Sponsors.	The department shall have policies and procedures concerning sponsors accompanying offenders residing in Community Correctional Centers into the community to include, but not limited to: A. application requirements; B. applicants;	P, D, I

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CHAPTER 2: OPERATIONS

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		C. forms; D. background checks; E. compliance agreements; and F. rules and responsibilities.	

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CHAPTER 3: FACILITY SECURITY

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V3.03.01.01	Prohibition and Detection of Alcohol Use.	The department shall have policies and procedures governing the following, but not limited to: A. the prohibition of alcohol on Community Correctional Center premises; B. the prohibition of alcohol consumption by Center offenders; and C. the use of alcohol detection equipment.	P, D, I, O
V3.03.01.02	Secure Cells.	The department shall have policies and procedures governing the safe operation of secure cells.	P, D, I, O, V
V3.03.01.03	Secure Cell Criteria.	The department shall have policies and procedures outlining the criteria for offender placement in a secure cell, to include, but not limited to:	P, D, I, O, V

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CHAPTER 3: FACILITY SECURITY

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<ul style="list-style-type: none"> A. screening; B. approval from appropriate designee; and C. staff minimum requirements. 	
V3.03.01.04	Secure Cell Placement and Reporting.	<p>The department shall have policies and procedures outlining the requirements during an offender's stay in a secure cell to include, but not limited to:</p> <ul style="list-style-type: none"> A. intake assessment/questions; B. searches; C. logs/forms/documentation; D. property; E. length of stay; and F. supervision/monitoring of offender in secure cell. 	P, D, I, O, V
V3.03.01.05	Offender Accountability.	The department shall have policies and procedures concerning the accountability of offenders both on and off Center premises.	P
V3.03.01.06	On Center Accountability.	<p>The department shall have policies and procedures outlining the accountability requirements for offenders while on Center to include, but not limited to, the following:</p> <ul style="list-style-type: none"> A. count; B. searches; and C. security checks. 	P, D, I, O, V
V3.03.01.07	Off Center Accountability.	<p>The department shall have policies and procedures outlining the accountability requirements for offenders while in the community to include, but not limited to, the following:</p> <ul style="list-style-type: none"> A. GPS/electronic monitoring; B. restrictions, applications; and C. in person or telephonic verifications. 	P, D, I, O, V

VOLUME 3. COMMUNITY CORRECTIONAL CENTERS
CHAPTER 4: WORK PROGRAM

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V3.04.01.01	Work Program.	The department shall have policies and procedures governing the offender work programs and the referral process at Community Correctional Centers to include, but not limited to: A. program availability; B. reasonable modifications that could be made to afford offenders with disabilities the opportunity to participate under Title II of the Americans With Disabilities Act and Rehabilitation Act of 1973. C. specific program screening criteria.	P, D
V3.04.01.02	Work Program Requirements.	The department shall have policies and procedures for fulfilling the requirements of a Center work program prior to an offenders release from a Community Correctional Center.	P, D

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CHAPTER 5: TRANSITION/PAROLE STABILIZATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V3.05.01.01	Transition Assistance.	The department shall have policies and procedures providing offenders with assistance in transitioning back into the community	P, D, I

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CHAPTER 5: TRANSITION/PAROLE STABILIZATION

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		upon release.	
V3.05.01.02	Stabilization Requirements.	The department shall have policies and procedures governing the requirements for offenders to meet a stabilized status prior to release from a Community Correctional Center.	P, D
V3.05.01.03	Offender Releases.	The department shall have policies and procedures governing the release of offenders from Community Correctional Centers.	P, D, I, O

VOLUME 4. OFFENDER HEALTH CARE
CHAPTER 1: DIVISION OF PRISON OPERATIONS

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V4.01.01.01	Health Care for DPO.	<p>Offender health care for the Utah State Department of Corrections shall be in accordance with UCA 64-13-39:</p> <ul style="list-style-type: none"> • All health care facilities, as defined in Section 26-21-2, owned or operated by the Department shall apply for and meet the requirements for accreditation by the National Commission for Correctional Health Care. The Department shall begin the application process in a timely manner to facilitate accreditation of the health care facilities of the Department on or before January 1, 1996. Inspections to ensure compliance and accreditation shall be conducted by staff of the national commission. <p>The Utah Department of Corrections Offender Health Standards shall be in accordance with the accreditation standards set forth by the National Commission for Correctional Health Care (NCCHC) and shall maintain accreditation with NCCHC.</p> <p>Individual standards are listed in <i>Standards for Health Services in Prisons</i> published by the National Commission on Correctional Health Care.</p>	P, D
V4.01.01.02	Lifesaving Equipment.	<p>The facility shall have policy and procedures providing for the inspection, as dictated by the manufacture standards, of life saving equipment. Any deficiencies found during the inspection shall be promptly corrected.</p>	P, O, D

**VOLUME 4. OFFENDER HEALTH CARE
CHAPTER 2: CONTRACT COUNTY JAILS**

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V4.02.01.01	Transfer Screening/Review.	Offender medical and mental health information is available on M-Track and shall be reviewed by jail medical personnel upon transfer to their facilities.	O, I
V4.02.01.02	Emergency Medical Services.	The facility shall have policy and procedures mandating: A. The constant presence of staff members trained in recognizing potential medical emergencies and certified in basic first aid and CPR; B. A plan to facilitate an emergency medical response for offenders; C. A plan governing offenders being sent to a local emergency facility when indicated (e. g. 911); and D. The UDC Clinical Services Charge Nurse shall be notified as soon as possible in the event of an offender being transported to an offsite facility for treatment.	P, D, I
V4.02.01.03	Emergency Mental Health Services.	The facility shall have policy and procedures mandating: A. The constant presence of staff members who will report potential mental health emergencies (i.e. suicidal offenders); B. A plan for direct/close observation to ensure safety of offenders in crisis; and C. Immediate notification to UDC Clinical Services Charge Nurse for further assessment of offender.	P, D, I
V4.02.01.04	Health Care Access.	The facility shall have policy and procedures governing: A. A process for offenders to submit health care complaints (i.e. health care requests and grievances); B. A process in which health care requests are triaged by	P, D, O, I

**VOLUME 4. OFFENDER HEALTH CARE
CHAPTER 2: CONTRACT COUNTY JAILS**

STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<p>qualified clinical staff staff (qualified clinical staff is defined as: Registered Nurse, APRN, Physician Assistant or Physician) at least three (3) days a week;</p> <p>C. A process in which all offenders reporting physical symptoms are seen by qualified clinical staff (qualified clinical staff is defined as: Registered Nurse, APRN, Physician Assistant or Physician);</p> <p>D. Offenders should be scheduled to be seen by a provider in a timely manner when indicated;</p> <p>E. Offenders shall not be allowed to participate in the collection or evaluation of health care requests.</p>	
V4.02.01.05	Outside Medical Referrals.	All non-emergency outside medical referrals must be pre-approved by UDC Clinical Services personnel prior to treatment.	D, I
V4.02.01.06	Dental Care Services.	All dental care provided outside of UDC Dental Services must be pre-approved by UDC Dental Services.	D, I
V4.02.01.07	Sick Call.	<p>Sick call shall be held, at a minimum, three (3) days spread throughout the entire week.</p> <p>Sick call shall be provided by a qualified clinical staff member licensed with the State of Utah Division of Professional Licensing.</p> <p>An area shall be provided with equipment and supplies to conduct sick call which provides room and space for privacy.</p>	D, O, I
V4.02.01.08	Medication Handling.	<p>The facility shall have policy and procedures governing non-emergency prescription medication:</p> <p>A. All non-emergency prescription medication must be pre-approved by UDC Clinical Services prior to administration;</p>	P, D, O, I

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<p>B. All non-emergency prescription medication shall be provided by UDC Pharmacy Services;</p> <p>C. Medication handling shall be routinely monitored by qualified clinical staff members licensed with the State of Utah Division of Professional Licensing;</p> <p>D. Officers may assist in the delivery of medications provided:</p> <ol style="list-style-type: none"> 1. the delivery program is supervised by qualified clinical staff; and 2. The officers receive appropriate training regarding medication delivery and storage. <p>E. Medications shall be stored and secured appropriately; and</p> <p>F. There shall be:</p> <ol style="list-style-type: none"> 1. Accountability for packages of medications; 2. A tracking system for medications; and 3. A process for returning and properly disposing of unused or unneeded medications. 	
V4.02.01.09	Medical Records.	<p>UDC Clinical Services shall ensure Contracted County Jail medical staff have read only access and review M-TRACK as needed.</p> <p>Qualified health care providers shall update their access and confidentiality agreement with UDC Clinical Services annually.</p> <p>All medical care shall be properly documented.</p> <p>Medical records shall be properly stored and maintained.</p> <p>Medical records shall be maintained separately from custody records.</p>	D, O, I

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<p>Confidentiality of medical records shall be maintained.</p> <p>All health care services rendered at the Contracted County Jails shall be promptly submitted to UDC Clinical Services Records Department for retention.</p>	

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
V4.03.01.01	Emergency Medical.	<p>The facility shall have policy and procedures mandating:</p> <ul style="list-style-type: none"> A. the constant presence of staff trained in recognizing potential medical emergencies and certified in basic first aid and CPR; B. A plan to facilitate an emergency medical response for offenders; and C. A plan governing offenders' referral to a local emergency facility when indicated (e.g. 911). 	P, D, I
V4.03.01.02	Emergency Mental Health.	<p>The facility shall have policy and procedures mandating:</p> <ul style="list-style-type: none"> A. the constant presence of staff members who will report potential mental health emergencies (e.g. suicidal 	P, D

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		<p>offender); and</p> <p>B. a plan for direct/close observation to ensure safety of offenders in crisis.</p> <p>The facility shall ensure:</p> <p>A. offenders in crisis are allowed access to local emergency departments; and</p> <p>B. offenders are allowed access to local mental health providers for mental health needs.</p>	
V4.03.01.03	Mentally Ill Offenders (MIO).	<p>Designated offenders may be provided mental health services on a limited basis during their transition to community services.</p> <p>UDC will provide medication to MIO offenders on a limited basis, but for as long as needed to ensure an appropriate continuum of care and successful transition to community services.</p> <p>Clinical transition services are provided by AP&P Mental Health Clinicians.</p>	D, O
V4.03.01.04	Medication Access and Handling.	<p>The facility shall have policy and procedures governing non-emergency, prescription medication.</p> <p>The facility shall provide access to retained medications through a pill line or other means.</p> <p>Medications must be stored and secured appropriately.</p> <p>There shall be accountability for packages of medications. The facility shall have:</p>	P, D, O

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STANDARD NUMBER	TITLE	STANDARD	COMPLIANCE INDICATOR
		A. a tracking system for medications; and B. a process for returning or properly disposing of unused or unneeded medications.	

